

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO, AE 09128

STAFF MEMORANDUM
NUMBER 100-2

13 Jun 95

AUTOMATION MATTERS

Use of USEUCOM Secret LAN Bulletin Board

1. **Summary.** This Directive establishes HQ USEUCOM policy and procedures for the authorized use of the USEUCOM Secret LAN Bulletin Board System (BBS).
2. **Applicability.** This directive applies to all HQ USEUCOM directorates/staff offices and all associated units with access to the USEUCOM Secret LAN BBS
3. **Suggested Improvements.** The proponent for this Directive is the Automation Networks Division, Command, Control, and Communications Directorate. Suggested improvements should be forwarded to HQ USEUCOM, ATTN. ECJ6-NA, Unit 30400, Box 1000, APO AE 09128.
4. **Internal Control Systems.** This Staff Memorandum does not contain internal control provisions and is subject to the requirements of the internal management control program. For HQ EUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal management Control Program.
5. **References.**
 - a. 5 CFR 2635.704, The Standards of Ethical Conduct for the Executive Branch.
 - b. CFR 101-20.309, Posting and Distributing Materials.
 - c. CFR 101-20.308, Soliciting, Vending, and Debt Collection.
 - d. Army Regulations, AR 360-81, Command Information Program.
6. **Responsibilities.** The Director for Command, Control, and Communications (ECJ6) exercises supervision over the USEUCOM Secret LAN.
 - a. Through the Headquarters Automation Branch (ECJ6-NA) :
 - (1) Grants and denies user rights to USEUCOM Secret LAN and its associated applications.

(2) Manages categories in the USEUCOM BBS.

b. The USEUCOM BBS user is responsible for being knowledgeable of the existing policies and procedures relating to the USEUCOM Secret LAN and its associated applications.

7. **Policies and Procedures.**

a. The USEUCOM BBS was established to provide EUCOM personnel the means to place a variety of announcements and messages not constituting official government business and read similar messages placed by other users.

b. While no specific DOD or DA regulations governing electronic bulletin boards exist, it is appropriate to refer by analogy to the existing, well-established regulations relating to physical bulletin boards. In keeping with these regulations, the following operational constraints must be met:

c. Reading the BBS must be voluntary. Also, no one is required to read every category, except those required by the system (Bulletin Board Notes and LAN Advisories). Every user has the option to restrict categories in which he/she does not want to read as a new message. Current categories will be changed to provide this option.

d. No commercial advertisement is permissible. Commercial is defined as any new product or service provided by either private or public businesses. This excludes the existing practice of advertising used personal items for sale on the Bulletin Board.

e. Responses to individual "Wanted" and "For Sale" ads should be directed to the message originator via E-mail, not to everyone on the BBS. Exceptions are when the response to requests for information is intended for the majority of BBS readers.

f. Organizations (Such as the Patch Ski Club, Boy Scouts, Rod and Gun Club, and Hash House Harriers) may announce upcoming events on the BBS for the benefit of the community. They may not, however, promote goals or endorse political positions for or on behalf of businesses or individuals. Nor may the Bulletin Board promote or favor any one organization over another.

g. Any announcement which undermines or appears to undermine successful mission performance or which is a danger to preservation of command loyalty, discipline or morale is prohibited.

h. Political announcements are prohibited.

i. Any announcement, the content of which violates the Joint Ethics Regulations, or other command or agency regulation or law is prohibited.

j. Religious announcements may be permitted based upon guidelines developed in consultation with the Command Chaplain. In compliance with section (1) of this paragraph, the category of "Religious Announcements" will be added.

k. Operation and oversight of the BBS is assigned to ECJ6.

FOR THE COMMANDER IN CHIEF:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:
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